



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

PROJECT QUARTERLY REPORT

REPORTING PERIOD: October to December 2015

1. INTRODUCTION/EXECUTIVE SUMMARY

Digicel Foundation (DF) is now entering the final year of the implementation of its Cooperative Agreement with the United States Agency for International Development (USAID). This report chronicles the outputs of the project for the quarter October – December 2015 as well as the resulting outcomes of project activities to date. DF continues to work closely with partners, USAID and the Ministry of Education (MoE) to ensure the most impactful execution of this project. Most activities are on track based on the approved work plan. During the reporting period, key achievements included:

- Completion of renovation works at six (6) of the additional seven (7) Enrichment Centres (ECs) (Cohort 4);
- Completion of Situational Analysis and Parents' Place Audit at all 104 project schools;
- Submission of Semi-Annual (Yr3 Q2) Report from April – October 2015;
- Collection of baseline reports for Cohort 3 and 4 Schools;
- Shortlisting of twenty (28) schools to carry out Parent-Student Summer School activities over the summer 2016;
- Drafting of a Grade 1 Summer School Manual to guide the implementation of summer school activities 2016;
- Submission of Draft EMMP Year 2 Report for project activities; and
- Quarterly meeting of the Advisory Committee;

2. PROJECT ACTIVITIES

OUTPUT 1

Enrichment Centres established in schools across the island

All Cohort 3 and 4 schools are now in possession of adequate resources to implement the programme in a fulsome manner. Over the reporting period, retrofitting activities were completed at six (6) of the seven (7) schools of Cohort 4 receiving ECs with the majority of all educational materials and equipment also delivered to all seven (7) schools. Outstanding deliveries, including large electronic items such as desktop and laptop computers and multifunctional printers, are to be delivered to the schools in the upcoming reporting period.

OUTPUT 3

Teachers trained in literacy curriculum and use of technology



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

Over the course of the reporting period, DF began engaging teachers from Cohorts 3 and 4 during monthly in-service training sessions. These sessions are aimed at ensuring that the teachers are best able to utilise the materials and equipment provided by the project, as well as best practices identified by MoE, to assist students in improving their early grade reading. These sessions build on the residential training, facilitated by MoE, which representatives from all schools attended in April 2015.

In-service training sessions are specifically designed to address challenges in the education sector around inconsistent and weak lesson planning and delivery; use of teacher-centred teaching methods; and negligible use of information communication technology (ICT) equipment. The sessions hope to promote the effective integration of the materials provided and strategies recommended by the project into lesson planning, and thus the teaching and learning environment of project schools. This is done by systematically and methodologically exploring the materials, equipment and strategies in order to ensure that teachers are comfortable with their use in the classroom.

The below table outlines training activities that took place over the reporting period:

Date	Topic(s) covered	Trainer(s)	Location	Teachers trained		Hours
				Male	Female	
27 – 29 October, 2015	The use of diagnostic and assessment tools	MoE	Mico Teachers College, Kingston	2	47	24
24 – 27 November, 2015	How to effectively integrate Technology into the Classroom; How to use the internet; Resources- Free websites and application.	DF	Cluster based training at various schools	1	32	24

Feedback on the in-service training sessions from teachers has been positive to date. On feedback forms completed by participants, comments highlighted the interactive and informative nature of the sessions. The sessions also generally scored high with regards to the relevance of the content and the methods of delivery used by the presenters.

Despite this favourable feedback from participants, attendance at the November training sessions was disappointing with seven (7) of the twenty-seven (27) targeted schools having no representatives present. Despite higher numbers in October, a total of six (6) schools were still not represented. In an attempt to encourage attendance at trainings, emails are sent to both principals and the relevant teachers at the targeted schools. Reminder SMS messages are also



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

sent to all teachers and principals and transportation to various drop off points have been organised at the end of trainings which take place in Kingston. DF will continue to monitor attendance to see if further measures need to be undertaken to improve teacher attendance.

OUTPUT 4

Improved performance outcomes of direct beneficiaries in ECs and MECs

In the summer of 2015, four (4) schools of Cohort 2 were shortlisted for the School of the Year award and recognition programme carried out under the project. Following extensive review and verification of school level data by the MoE, Horizon Park Primary in St Catherine was identified as the School of the Year. In the upcoming reporting period the school will thus be provided with a JMD\$100,000 (US\$830) grant towards further enhancing their Enrichment Programme. The Enrichment Centre Manager will also receive a weekend trip to Club Hotel Riu as a show of appreciation for her hard work in ensuring the exemplary implementation of the programme at Horizon Park Primary School. DF will also be identifying parents and students of the year to highlight and award over the remaining year of the project.

Verification visits to the other three (3) shortlisted schools by regional officers of the MoE showed that the schools had not correctly administered the Informal Diagnostic Reading Inventory (IDRI). As such the accuracy of the reported improvements in student reading could not be verified. As the originally planned dates for Parent of the Year and Student of the Year had already passed, it was decided, in collaboration with USAID, that these awards will be announced in the final year of the project along with the Student and Parent of the Year for Cohorts 3 and 4. It is expected that the Students of the Year will be announced in September 2016, in keeping with International Literacy Day, and the Parents of the Year in November, which is celebrated in Jamaica as Parenting Month.

OUTPUT 5

Collaborative responses between home and school for successful academic interventions

Parents' Place Audit & School Assessment

Over the reporting period, a Parents' Place Audit and Situational Analysis was conducted at all 104 schools involved in the programme. This included visits to all project schools by former Education Officers (EOs) who engaged principals and other staff around the issue of parental involvement at each school. The former EOs also spoke to the Principals about the Parents' Place initiative, sensitising those schools which have never operated a Parents' Place and conducting an audit on the existing / past Parents' Place programmes at other schools. In order to ensure the objectivity and uniformity of the information collected, standard tools were created for carrying out the audits and analyses, including a list detailing recommended items to be included in a Parents' Place. Out of these audits, DF has been able to identify the items needed to ensure the establishment of a Parents' Place at all project schools, in keeping with the guidelines provided



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

by the National Parenting Support Commission (NPSC). The audit showed that four (4) project schools are already in possession of fully equipped Parents' Places; as such they will not be receiving any additional items. It was also found that one school is not currently in a position to effectively establish a Parents' Place; as such this school will also not be receiving any additional items. The information regarding the specific needs of the remaining 99 schools will be shared with the DF Procurement Officer. Procurement of these items will begin over the next reporting period.

Additionally, coming out of the Parents' Place audits it was found that:

- Only 32 of the 104 project schools currently have Parents' Places in any form;
- In some of these project schools the existing Parents' Places that are functional and are doing quite well. These however, are in the minority;
- Administrators are becoming demotivated by the lack of support received by parents but are, in the majority of cases, willing to continue to make efforts to increase parental engagement; and
- Many teachers are, nonetheless, sceptical about the possibility of success for the Parents' Places and this is seen as a potential risk to this component of the project.

In addition to site visits to each project school, the former EOs also organised and facilitated focus group discussions around parenting and parental involvement with stake holders from project schools in each of the six (6) educational regions. Coming out of these focus groups it was noted that similar situations existed across all regions. These included:

- Lack of parental involvement in schools' activities;
- A high level of single parent households headed mostly by females;
- A high level of unemployment which gives rise to much poverty;
- A low literacy level among parents which limits their ability to help with homework;
- A lack of familiarity, on the parents part, with what is being taught at school;
- Lack of respect between teachers and parents;
- Schools are not accommodating to parents for the most part;
- The parents' belief that teachers are solely responsible for their children's education;
- Lack of transparency on the part of the school;
- Lack of proper communication channels between schools and parents; and
- Indifference to rules and authority.

A shortlist of sixty-five (65) schools most in need of additional support has been created. This will be further refined to identify the forty (40) schools which will receive additional support in the upcoming reporting period. These schools will also be engaged in the upcoming reporting period.



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

Parent Student Summer School Activities

On the advice of the MoE the project has identified the schools which returned the lowest Grade Four Literacy Test (GFLT) results at the 2014 test. The twenty-eight (28) schools with the lowest results, which did not participate in summer school activities in the preceding year, have been presented to Dr. Grace McLean, Chief Education Officer, MoE, for approval ahead of engaging them. In the interim the Project had begun developing a Grade 1 Summer School Manual which the identified schools will use to guide the implementation of their summer school activities. This manual includes a section on Inclusive Gender Strategies. This section notes that boys and girls may learn in different ways and suggests strategies which can be used

It is hoped that the manual will be finalised for distribution, and the approved schools engaged, in the upcoming reporting period.

OUTPUT 6

Effective management of the project

Partner Engagement

DF continues to dialogue regularly with USAID and MoE, including Monthly Project Implementation Meetings. These meetings serve to keep all stakeholders abreast of project activities and accomplishments as well as to ensure that the project is being implemented within the best operating practices of all parties. These regular meetings also help to encourage strong buy-in from all partners.

In addition to Monthly Project Implementation Meetings, USAID, DF, MoE and other stakeholders are scheduled to participate in an Advisory Committee Meeting in the upcoming reporting period.

Monitoring Visits

Over the reporting period, a total of one hundred and eleven (111) site visits as detailed below: Some of the visits made as a part of the Parents' Place Audits and Situational Analyses were made in the last week of the previous reporting period. These would not have been recorded then as reports from the audits and assessments would not yet have been compiled.

Date	School	Purpose
28 Nov, 2015	Linstead Primary and Junior High School	Deliveries of Materials and Equipment
30 Nov, 2015	Old Harbour Bay Primary School	
4 Dec, 2015	York Town Primary School	
8 Dec 2015	York Town Primary School	
	Cross Town Primary and Junior High School	



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

	Osbourne Store Primary School	
28 Sep – 28 Oct, 2015	Site visits to 14 schools in Region 1	Site visits to conduct Situational Analysis and Parents' Place Audits
23 Sep – 23 Oct, 2015	Site visits to 17 schools in Region 2	
23 Sep – 16 Oct, 2015	Site visits to 8 schools in Region 3	
23 Sep – 23 Oct, 2015	Site visits to 18 schools in Region 4	
23 Sep – 23 Oct, 2015	Site visits to 18 schools in Region 5	
23 Sep – 23 Oct, 2015	Site visits to 29 schools in Region 6	

Coverage:

The 1 January 2016 edition of the Digicel Jamaica Foundation's newsletter featured the Enrichment Programme. The Newsletter is shared with various internal and external partners and stakeholders including all Jamaica Based Digicel Staff as well as the staff of all four (4) Digicel Foundations worldwide.

Digicel Foundation is currently negotiating a partnership with a leading local media corporation for activities taking place in the upcoming reporting period. This will provide an opportunity to speak to some of the success of the project as it moves into its final year.

3. TESTIMONIALS/SUCCESS STORIES

Horizon Park Primary School

School of the Year 2014 – Average movement of almost 2 grade levels per student for 80 students with reading challenges.

Background Information

This story relates to achievements of the Digicel Foundation/USAID Enrichment Initiative to Increase Literacy at the Primary School Level which seeks to address some of the over-arching issues surrounding the lack of performance of students in early grade reading in the Jamaican education system.

In April 2013 USAID signed a cooperative agreement with the Digicel (Jamaica) Foundation to support its Enrichment Initiative to Increase Literacy at the Primary School Level. Despite attaining almost universal enrolment rates at the primary school level, for years the Ministry of Education in Jamaica struggled with underperformance in literacy. In an attempt to meet the goal of 85% literacy at the Grade four level by 2015, various interventions have been



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

undertaken in primary schools across the island. One such intervention is the Digicel Foundation Enrichment Program. This Program looks at the integration of information and communication technologies along with increased resources; increased student and teacher participation; and increased parental involvement, in an attempt to address early grade reading challenges. With the support of USAID, this Program is presently being implemented in a total of 104 schools across the island including Horizon Park Primary School.

Success Story Body Text

One activity included under the USAID cofounded Enrichment Initiative to Increase Literacy at the Primary School Level is the awarding of the School of the Year Award. This activity was originally conceptualized in collaboration with the MoE and seeks to highlight and reward schools for exemplary execution of the Program in their school. It is hoped that the award will incentivise schools and teachers to maintain a high standard of implementation and, in so doing, help maintain the momentum of the programme. The School of the Year awardee is identified based on various criteria including the attendance of their Centre Manager at teacher trainings over the academic year, the submission of termly reports to Digicel Foundation, and improvements seen in the students' reading levels.

In July 2015, DF conducted a review of the implementation of the Enrichment Program at the thirty-five (35) schools of Cohort 2. This was done based on termly reports submitted by project schools and documentation from teacher training activities. Following this review four schools were shortlisted for the award. The shortlisted schools, their submitted reports and a recommendation for the School of the Year awardee were then shared with the MoE for review and approval. Education Officers from the relevant regions visited the shortlisted schools to verify the accuracy of the student data reported to DF. Following these visits Horizon Park Primary School was identified as the School of the Year 2014.

Over (eighty) 80 students from Grades 1, 2 and 3 were enrolled at the Horizon Park Primary Enrichment Program during the 2014/15 academic school year. After one year of intervention students were showing an average improvement of 1.8 grade levels in their reading. The Centre Manager was present at six (6) of eight (8) possible teacher training sessions for the year and submitted all three termly reports to DF. The Centre Manager also showed exemplary leadership and professionalism in conducting the technical and administrative responsibilities associated with management of the Enrichment Centre. Under her leadership, and with support from the school administration, the program has gained the buy-in from the wider school community and the students enrolled show marked improvements, not only in their reading and comprehension, but also in classroom behavior and self-confidence. In keeping with the award, the school will receive a US\$830 grant, in support of their Enrichment Centre. The Centre Manager will also be provided with a weekend trip to a local resort in the upcoming reporting period.

Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

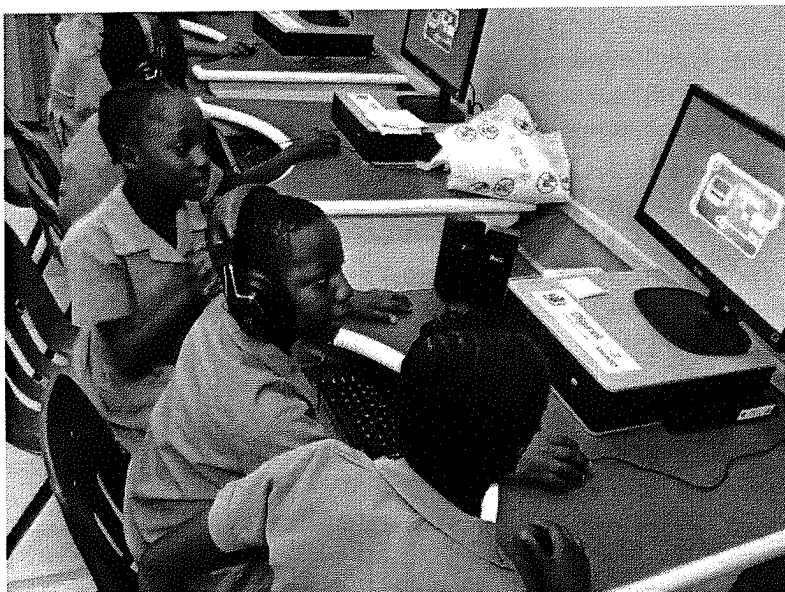


Photo 1 Students Practice their phonetics in the Enrichment Centre

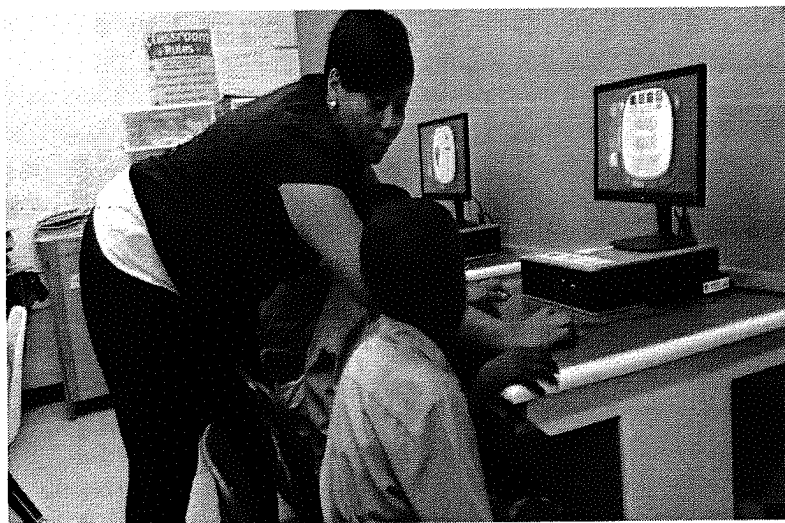


Photo 2 Enrichment Centre Manager assists students in the Centre

4. CHALLENGES/ISSUES THAT HAVE AFFECTED IMPLEMENTATION

The MoE expressed a desire for additional verification activities to be carried out at shortlisted schools ahead of approving the school to be identified as School of the Year 2014. As a result of these verification measures, the award, along with that for the Teacher, Students and Parent of the Year, had to be delayed. The USAID team was integrally involved in the conversation with



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

the MoE and it was recommended that the work plan be amended to reflect new timelines for the awards.

As noted the attendance at monthly in-service trainings has been low with a total of thirty-three (33) teachers from twenty-one (21) of the twenty-seven (27) schools in Cohorts 3 and 4 attending the November training. This is concerning as it was noted, at the September in-service training, that many teachers are in need of additional support regarding the use of ICTs in teaching and learning and the use of teaching strategies recommended by the programme. Additionally, insufficient support for teachers has been cited as a weakness leading to sub optimal outcomes of the program in school benefiting from the intervention between 2010 and 2012.

5. SOLUTIONS IMPLEMENTED OR RECOMMENDATIONS TO ADDRESS CHALLENGES/ISSUES

The MoE engaged various regional officers to make visits to the shortlisted schools to verify that data was being collected and reported appropriately and accurately. Following these visits Horizon Park Primary School was identified as the School of the Year. In keeping with USAID's suggestion, the timelines for the awards were revisited. It is anticipated that the School, and thus Teacher of the year will be announced in the upcoming reporting period.

As noted, in an effort to encourage teacher attendance at training, DF uses various methods to contact teachers and principals, such as email and SMS. Teacher contact information is collected at every interaction Digicel Foundation has with them and the data base of contact information updated in order to ensure that communications are being sent to correct and active email addresses and mobile numbers. In addition arrangements for transportation from training have also been made when schools are asked to send teachers into Kingston for training.

6. ACTIVITIES SCHEDULED FOR THE NEXT QUARTER

The following are activities scheduled for the next quarter:

- Delivery of outstanding items to all EC schools;
- Announcement of School of the Year;
- Engagement of schools to host supported parent student Summer School activities;
- Completion and distribution of Grade 1 Summer School Manual;
- Hosting of final residential teacher training;
- Completion of inventory of items for Cohorts 4 schools;
- Steering committee and monthly project implementation meetings with DF, MOE & USAID representatives; and
- Commencement or support for parental engagement activities in the identified 40 schools.



MINISTRY OF
EDUCATION

Digicel
FOUNDATION



USAID
AMERICAN PEOPLE

Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

Report Prepared by: Jo Anderson-Figueroa

Report Approved by: Dane Richardson

Date: January 31, 2016



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

APPENDIX I

USAID Performance Indicators

Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

PERFORMANCE INDICATORS		2013-2014				2014-2015				2015-2016				CUMULATIVE TOTAL	
Indicators	Unit	Disag	Baseline	Target	Actual	Baseline	Target	Actual	Target	Baseline	Target	YTD Actual	Target	Actual	Actual
Number of teachers/ educators/ teaching assistants who successfully completed in-service training or received intensive coaching or mentoring with USG support	Number	Male	Zero	3	3	Zero	8	7	Zero	Zero	8	6	19	16	
		Female	Zero	65	65	Zero	53	53	Zero	Zero	53	56	171	174	
		Total	Zero	68	68	Zero	61	60	Zero	Zero	61	62	190	190	
Number of learners enrolled annually in primary schools and/or equivalent non-school based settings with USG support	Number	Male	Zero	6,525	7,137	Zero	6,738	6,710	Zero	Zero	6,738	8,120	20,001	21,715	
		Female	Zero	6,525	7,302	Zero	6,737	5,582	Zero	Zero	6,737	8,224	19,999	20,360	
		Total	Zero	13,050	14,439	Zero	13,475	12,292	Zero	Zero	13,475	16,344	40,000	43,075	
Proportion of students who, by the end of two grades of primary schooling, demonstrate that they can read and understand the meaning of grade level text	%	Male	9.2 ¹	N/A	N/A	Zero	12.2	24.6	Zero	Zero	8	N/A	N/A		
		Female	20.4	N/A	N/A	Zero	24.4	43.8	Zero	Zero	12.3	N/A	N/A		
		Total	13.7	6.4	N/A	Zero	17.2	32.3	Zero	Zero	9.9	N/A	N/A		
Number of administrators and officials successfully trained with USG support	Number	Male	Zero	N/A	N/A	Zero	N/A	N/A	Zero	Zero	N/A	N/A	N/A	21	
		Female	Zero	N/A	N/A	Zero	N/A	N/A	Zero	Zero	N/A	N/A	N/A	39	
		Total	Zero	N/A	N/A	Zero	N/A	N/A	Zero	Zero	N/A	N/A	N/A	60	
Number of PTAs or similar school governance structures supported	Number	Direct	N/A	N/A	N/A	N/A	N/A	N/A	Zero	Zero	40		40		

¹ Baseline for Sample 1 students who began grade 1 in the academic year 2013/2014 and thus finish two years of primary education in June 2015

² Baseline for Sample 1 students who began grade 1 in the academic year 2014/2015 and thus finish two years of primary education in June 2016

Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

APPENDIX II – Expected outcomes, outputs, related activities, indicators and numbers for the 3-year project

***N/A denotes an inability of DF to quantify a specific indicator based on information gathered.

Project Outcomes:					
1. Intervention remedies that identify skill-gap of each student enrolled in programme thereby facilitating better performance outcomes					
2. Increased teacher capacity in the delivery of literacy instruction					
3. Increased teacher capacity in the identification and support for at-risk learners and/or special needs students					
Output 1	Activity	Standard indicator	Target	Baseline Situation	Actual
Enrichment Centres established in schools across the island	Launch of project	Project launched	1	Zero	1
	Call out for applications to schools interested in the EI Center through various communication channels.	Call for applications launched annually	3	Zero	2
		Number of applications approved	35	Zero	43
	Consult with the MOE to determine schools that are in need of intervention (based on established criteria)	MOE and DF meetings held	15	N/A	16
	Select schools based on established criteria:	School selected for EC intervention	35	Zero	43
	Procurement of materials and technological equipment.	EC materials and equipment procured and installed	N/A	N/A	N/A
	Design School of the Year competition	Award criteria developed	1	Zero	1
		Award issued	3	Zero	1



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

						features
Output 2	Activity	Standard indicator	Indic. #	Baseline Situation		Data needed (to measure change)
Mobile Enrichment Carts distributed to selected schools across the island	Call out for applications to schools interested in MECs through various communication channels.	Call for applications launched annually	3	Zero	2	Call for Application; Application Guidelines; Application Form; press release; media features;
		Number of applications approved	60	Zero	61	Signed MoUs with schools
	Consult with the MOE to determine schools that are in need of intervention (based on established criteria)	MOE and DF meeting held	15	N/A	15	list of shortlisted schools (emails from Regional offices or central ministry with suggested schools and approving final shortlist)
		School selected for MEC intervention	60	Zero	61	Signed grant agreement by Principal; Implementation plan developed and instituted.
	Procurement of materials and technological equipment.	MEC materials and equipment procured and delivered	N/A	N/A	N/A	Financial supporting documents; contract to supplier; fixed asset registry; press release; media features; pictures
		Award criteria developed	1	Zero	1	Award criteria; award guidelines; list of shortlisted candidates
Output 3	MOE to conduct literacy training sessions to equip teachers with skills to identify and improve intervention strategies to address learning challenges in classrooms	Award issued	3	Zero	1	Finance supporting documents; pictures; press releases, media features
		Standard indicator	Indic. #	Baseline Situation		Data needed (to measure change)
		Number of training sessions conducted	6	N/A	5	Registration sheets; training curriculum; meeting agenda; training report; training evaluation
	Teacher trained in literacy curriculum and use of technology	Number of participants registered and completed training	190	N/A	190	Registration sheets



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

Output 4	Supplier to conduct in-service trainings on use of computer software programmes.	Number of person hours of teachers receiving in-service training in computer literacy software (Average training time = 1 hour)	190	Zero	284.5	Contract to supplier; registration sheets; training curriculum; training schedule; training evaluation; school reports
	Supplier to conduct in-service training programme on use of equipment	Number of person hours of teachers receiving in-service training on equipment use (Average training time = 1 hour)	190	Zero	267.5	Contract to supplier; registration sheets; training curriculum; training schedule; training evaluation; school reports
	Facilitate site-based in-service platform to allow participating teachers to share strategies learned and used in the EL.	Number of testimonials/ideas received and shared	85	Zero		Site visit reports; school reports; intervention logs; meeting reports;
	Develop training modules for upload unto laptops.	Training modules developed and uploaded unto laptops	N/A	Zero		REO site visit reports; supplier in-service reports;
	Design Teacher of the Year competition	Award criteria developed	1	Zero	1	Award criteria; list of shortlisted candidates
		Award issued	3	Zero	1	Finance supporting documents; pictures; press releases, media features
	Activity	Standard indicator	Indic. #	Baseline Situation		Data needed (to measure change)
	Establish library corners	Number of library corners established	95	N/A	104	Finance supporting documents; fixed asset registry; pictures; press releases, media features
	Refer underperforming students to EC teacher	Number of student referral form signed and submitted to EC teacher (assuming 50 students/yr/school)	3,450	N/A	4,732	Termly reports from EC managers on students in programme
	Assess student and develop individual intervention plan for EC students	Number of baselines of each student's performance identified	3,450	N/A	2,010	Baseline reports
		Number of individual intervention plans developed per	3,450	N/A		Intervention plans



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

	Deliver programme to diagnosed students in EC by teacher	student							Enrolment list; baseline reports; intervention plans
	Establish intervention log to diagnosed students in EC by teacher	Number of students enrolled	3,450	N/A	2,405				Intervention logs
	Student self-evaluation form of EC and MEC students	Number of intervention logs recorded per student	3,450	N/A					Evaluation sheets
	Prepare reports for EC and MEC students' progress	Number of student self-evaluations conducted.	10,600	N/A	195				School reports; intervention plans (MEC reports on baseline of students per grade)
		Number of reports prepared and submitted to DF and REOs (assuming 50 students/EC/yr and 60 students/MEC/yr accumulated over 3 years as described in Appendix 1)	10,600	N/A		5,924			
	Assess students at least once per term	Number of site visits by REOs	190	N/A					REO site visit reports; site visit check list
	MOE to conduct assessment of teachers	Number of reports submitted to DF and MOE	190	N/A					
	Design Student of the Year competition	Award criteria developed	1	Zero	1				Award criteria; award guidelines; list of shortlisted candidates
		Award issued	3	Zero	1				Finance supporting documents; pictures; press releases, media features
	Output 5	Activity	Standard indicator	Indic. #	Baseline Situation				Data needed (to measure change)
Collaborative responses between home and school for successful academic interventions	Conduct sensitisation workshops for parents	Number of parents attending sensitisation workshops	3,930	Zero	1,218			Registration sheets; meeting agenda; (assuming 21% attrition rate of project target of 5000 parents)	
	Distribute parent partnership forms	Number of signed parent partner forms returned	3,930	Zero				School reports; Signed parent partnership forms	

Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

Effective management of the project	El teachers host monthly progress meetings/individual sessions with parents	Number of parents attending monthly progress meetings/individual sessions	3,930	Zero	270	School reports; Registrations sheets; REO site visit reports;
	Design of Parent of the Year competition	Award criteria developed	1	Zero	1	Award criteria; award guidelines; list of shortlisted candidates
		Award issued	3	Zero	1	Finance supporting documents; pictures; press releases, media features
	Activity	Standard indicator	Indic. #	Baseline Situation		Data needed (to measure change)
	Oversight by DF team	Number of staff evaluations conducted	18	N/A	18	Staff contracts; staff appraisals
	Conduct monitoring visits by DF team	Number of person hours of mentoring given during site visits (Average visit time = 1 hour)	360	N/A	259	DF staff site visit reports
	Organise steering committee monthly meetings with DF, MOE & USAID representatives	Number of meetings held	36	Zero	14	Meeting notes; meeting agenda; registration sheets (G2G meetings) How should I report on these now that we have our own committee?
	Compile DF monthly technical and financial reports	Number of reports prepared, signed and filed	36	N/A	33	Filed reports (to be signed and filed)
	Compile quarterly USAID technical and financial reports	Number of reports prepared, signed and submitted to USAID in a timely manner	12	Zero	10	Filed reports (one AR)
	Bi-annual meetings with USAID	Number of meetings held	6	Zero		Meeting notes; meeting agenda; registration sheets
	Prepare technical and financial files for annual, external audit	Annual audit conducted	3	Zero	1	Auditor contract; audit report



Cooperative Agreement No.: AID-532-A-13-00003

DGP 4: RFA-OAA-12-000025

Project Title: Enrichment Initiative to Increase Literacy at the Primary School Level

Recipient: Digicel Foundation Limited

APPENDIX III – Shortlisted Schools to participate in Parent Student Summer School Activities

School	EC / MEC	Yr of Receipt	Region	Parish	%Mastery GFLT 2014
Adelphi Primary	MEC	2013	4	St. James	56
Brampton All Age	MEC	2013	3	Trelawny	61
Petersfield Primary & Infant	EC	2013	4	Westmoreland	60
Treadlight Primary	EC	2014	6	Clarendon	58
Kitson Town All Age	EC	2014	6	St. Catherine	50
Lititz All Age & Infant School	MEC	2014	5	St. Elizabeth	55
Richmond Primary	MEC	2014	5	Manchester	61
Albion Mountain Primary	MEC	2015	2	St. Mary	58
Bull Bay All Age	MEC	2015	2	St. Thomas	40
Central Branch All Age	EC	2015	1	Kingston	60
Grove Primary	MEC	2015	1	St. Andrew	58
Johns Town Primary	MEC	2015	2	St. Thomas	33
Mason Hall Primary	MEC	2015	2	St. Mary	36
Mount Fletcher Primary	MEC	2015	1	St. Andrew	54
Rowlandsfield Primary	MEC	2015	2	St. Thomas	50
St. Andrew Primary	EC	2015	1	Kingston	60
Stony Hill Primary, Junior High & Infant	EC	2015	1	St. Andrew	55
Tavares Gardens Primary	MEC	2015	1	St. Andrew	41
Wallingford Primary	MEC	2015	2	St. Mary	30
Old Harbour Bay Primary	EC	Jul-15	6	St. Catherine	60
York Town Primary	EC	Jul-15	6	Clarendon	54
Albert Town Primary & Infant	EC	2013	3	Trelawny	62
Bull Savannah Primary & Infant	EC	2014	5	St. Elizabeth	64
Mt. Olivet Primary School	MEC	2014	5	Manchester	64
Chandlers Pen Primary & Junior High	MEC	2014	6	Clarendon	64
Mount Providence Primary	MEC	2014	6	Clarendon	63
Golden Spring Primary	EC	2015	1	St. Andrew	64
St. Anne's Primary	EC	2015	1	Kingston	63



56 Duke Street
Kingston

INVOICE

BILL TO

Ms. Evadne Cowell
Training Specialist
Digicel Foundation - Jamaica
14 Ocean Boulevard, Kingston

DESCRIPTION	No. of Participants	UNIT COST	TOTAL COST
RE: Training of Boards of Management (Region 2)			
St. Thomas 5 Schools (coffee break & lunch)	30	1480.00	\$44,400.00
St. Mary 8 schools (coffee break & lunch)	48	1800.00	\$86,400.00
Portland 4 schools (coffee break & lunch)	24	2000.00	\$48,000.00
Pre conference material (two per school)	34	300.00	\$10,200.00
Conference material	102	500.00	\$51,000.00
TOTAL AMOUNT			\$240,000.00

Please make all cheques payable to National Council on Education.

If you have any questions about this invoice, please contact:

Taneisha Taylor or Doreen Lewis 922-8163 or 8165

